



Issue 4  
2016

# Payroll Newsletter

## City of Flagstaff

### Online Forms

Just a reminder, payroll forms and information are available on the web.

<http://www.flagstaff.az.gov/index.aspx?nid=2683>

Please take a moment to browse the web portal where you will find:

- Payroll Announcements
- Online Paycheck Stub Information
- Direct Deposit Information
- Payroll Forms
- Information for Exiting Employees
- Frequently Asked Questions
- Tax Information
- Other Related Links

We appreciate your comments and suggestions about the web portal and hope that this site will serve as a useful tool for you!

### News

#### **New Staff to Payroll:**

Management Services is excited to introduce **Angela Guerrero, Matthew Wint, and Glorice Pavey**. Angela and Matthew will be helping us with payroll duties during the next phase of Innoprise implementation. Glorice has accepted a refresh opportunity in Finance and Payroll and will be working on special projects through December.

#### **Automated Time Entry:**

After Phase 3 of Innoprise has been implemented, the City will be moving to an automated time entry system. Be on the lookout for more details!



### 2016

#### Holidays

**May 30**  
Memorial Day

**July 4**  
Independence Day

**Sept 5**  
Labor Day

**Nov 11**  
Veterans Day

**Nov 24-25**  
Thanksgiving Day

**Dec 25**  
Christmas Day  
(observed Monday, 12/26)

**Jan 1**  
New Year's Day  
(observed Monday, 1/2 )

**Jan 16**  
Martin Luther King Jr Day

**Feb 20**  
Presidents' Day



### *New Payroll Email and Phone Number!*

**Email:**  
**payroll@flagstaffaz.gov**

**Phone:**  
**928-213-2200**

**Website:**  
[www.flagstaff.az.gov/payroll](http://www.flagstaff.az.gov/payroll)

**Payroll Manager:**  
Tricia Almendarez  
[talmendarez@flagstaffaz.gov](mailto:talmendarez@flagstaffaz.gov)

**Finance Specialist:**  
Matthew Wint  
[mwint@flagstaffaz.gov](mailto:mwint@flagstaffaz.gov)

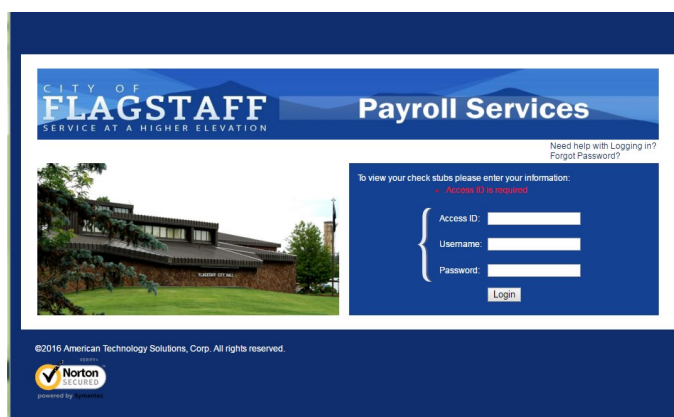
**Payroll Specialist:**  
Cindy Dorfsmith  
[cdorfsmith@flagstaffaz.gov](mailto:cdorfsmith@flagstaffaz.gov)

**Finance Clerk:**  
Angela Guerrero  
[aguerrero@flagstaffaz.gov](mailto:aguerrero@flagstaffaz.gov)

# ATS Online (paystubs, W2's & more!)

- Check your paystubs for accuracy
  - Change your federal and state tax withholdings
- Get your W2's online (in case you lost the original)
- Check your vacation, sick leave and other time-off

## How to Access ATS Online:



<https://www.atsprintfreedom.com/flagstaff.aspx>

Enter your Access ID, Username and Password

Access ID: Flagstaff

Username: XXXX (Employee ID Number)

Password: XXXX (MMDD of your date of birth)

Change your password (if it is the first time you have logged on to the system)

Select "My Paystub" to print your pay statement

The document password will be your employee ID number.

**Did you Forget Your ID and/or Password?**

Call 928-213-2200

## Accrual Leaves

- Award (AW)
  - Carryover
- Comp Time (CMP)
  - Max accrual 60 hours (84 Fire)
- Floating Holiday (FH)
  - Use by December 31st
- Holiday Accrual (HOL)
  - Max accrual 24 hours (56 Fire)
- Personal Day (PD)
  - Use by December 31st
- Paid Time Off (PTO)
  - Use by June 30th
- Sick Time (SCK)
  - Hours over 1040 (max) will be paid out at 50% in December
- Vacation (VAC)
  - Hours over the max must be used by June 30th



**TEAM PAYROLL**